Town of Southampton
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SOUTHAMPTON, NEW YORK 11968

ASSESSOR'S OFFICE

LISA GOREE
SOLE ASSESSOR

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Submit your Grievance Application Online

Please use the instructions on this page to fill out a Grievance Application and submit your application online.

1. You will need Adobe Acrobat Reader 9.3 in order to use this Form.

2. To download the latest version of **Adobe Acrobat Reader please click here** or go to http://get.adobe.com/reader/

3. If you are a **Mac User, please be ADVISED** you will not be able to use the "native" PDF reader that is preinstalled on your computer. You must download and use the latest version of Adobe Acrobat Reader in order to digitally sign your Grievance application.

4. Download and save the **Grievance Complaint Application (RP-524)** to your computer.

5. When filling out your Grievance Application, please be sure to include your ACCOUNT NUMBER in the space provided on your Grievance Application.

   There are two methods you may use to determine your ACCOUNT NUMBER.

   Method 1:
   If you have received an Assessment Adjustment Letter, your ACCOUNT NUMBER is located on the top right hand side of your letter.

   Method 2:
   If you have not received an Assessment Adjustment Letter, you may use the **ACCOUNT NUMBER LOOK-UP.**

ACCOUNT NUMBER. Your ACCOUNT NUMBER will be your identification number used to track your grievance application. If you do not have the ability to attach your supporting documentation to your emailed grievance application please mail your grievance application with your ACCOUNT NUMBER included on the grievance application and all supporting documentation to:

6. After you have filled out your RP-524 form (Grievance Application) **Re-Save the file to your computer**. Then **upload** **your completed form** and any other supporting documentation to the following web address.

   Click here to submit online.
   (Please combine supporting documentation into one file to be uploaded to the town's website)

PLEASE DO NOT SEND DUPLICATE INFORMATION IN THE MAIL.